

I-STAR STUDENT & PERSONNEL

Overview and School Year 2017-2018 Preparation



Today's Topics

- Student Approval/Reimbursement relationship to SIS
 - Rules
 - Timelines
- Personnel Approval/Reimbursement relationship to EIS/ELIS
 - Rules
 - Timelines
- Rollover process and preparation
- Student & Personnel Report upgrades
- Student & Personnel Claim Overview
- School Year 2017-2018 Deadlines
- I-Star Resource Website
 - Training & Support
- Claims Overview

Student Approval & Reimbursement Deadlines

- July 17th – Orphanage Claim
 - Student approval information for students included in orphanage claim calculations also due
 - Claim correction period: 7/18/17 – 8/1/17
- August 15th – Private Facility and Excess Cost Claims
 - Student approval information for students included in excess cost claim calculations also due
 - Student approval information for all non-claimable fund codes also due
 - Claim correction period: 8/16/17 – 9/1/17

5

Personnel – I-Star & EIS/ELIS Relationship

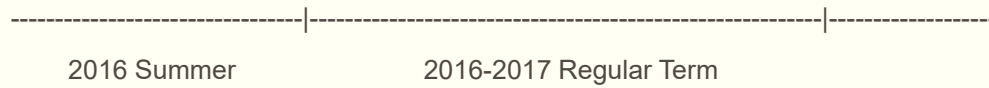
- Personnel cannot be entered into I-Star without an IEIN
- Credential and certification information carry from EIS/ELIS
 - Reimbursement amounts partially based on licensure and credential information/dates

6

Personnel Approval & Reimbursement Deadlines

- August 15th – Approval and Claim information due for collection for ALL personnel
- Reporting dates for personnel
 - Summer term 2016
 - Regular term 2016-2017

Remember, the Summer Claim for personnel is the Summer BEFORE the regular term.



7

I-Star Rollover to School Year 2017-2018

- Available Aug 1st
- Must have I-Star Admin account
- Located in Admin under District Maintenance



8

I-Star Rollover to School Year 2017-2018

Roll Data

From: 2016-2017 To: 2017-2018

Roll Caseload Definitions
 Roll Program Definitions
 Detach All Programs from FACTS

Roll Personnel Approval Districts:
 Roll Personnel Salaries

Roll Student Approval Districts:
 Roll Days/Costs

Roll Caseload data

9

I-Star Rollover to School Year 2017-2018

Mass Change

For Year: 2017-2018

Change Student Approval Begin Dates
 Use School Calendar
 By Resident District
 By Serving District
 Begin Date: MM/DD/YYYY

Select District	Date
<input checked="" type="checkbox"/> Rock Island SD 41	08/03/2017
<input checked="" type="checkbox"/> DeKalb CUSD 428	08/23/2017

Change Caseload Begin Dates
 By Class Location
 By Class
 Begin Date: 08/23/2017 MM/DD/YYYY

Select Classname	Date
<input checked="" type="checkbox"/> Amanda's Class	08/23/2017

10

I-Star Rollover to School Year 2017-2018

Status

Refresh

2017-07-17 11:44:43 : Roll Batch Started.
 2017-07-17 11:44:43 : 159 Personnel Approval rows transferred.
 2017-07-17 11:44:43 : 194 Work Assignment rows transferred.
 2017-07-17 11:44:46 : 1009 Student Approval rows transferred.
 2017-07-17 11:44:46 : 2 Student Approval Future dated rows transferred.
 2017-07-17 11:44:47 : 2104 Student Approval Services rows transferred.
 2017-07-17 11:44:47 : 1009 Student Claims rows transferred.
 2017-07-17 11:44:49 : Programs left on claims.
 2017-07-17 11:44:49 : Claim days and costs retained.
 2017-07-17 11:44:49 : 2 Caseload Definitions transferred.
 2017-07-17 11:44:49 : 2 Program Definition rows transferred.
 2017-07-17 11:44:49 : 6 Program Personnel rows transferred for Amanda's Program
 2017-07-17 11:44:49 : 4 Program Personnel rows transferred for Speech Therapy
 2017-07-17 11:44:49 : 1 Caseload rows transferred.
 2017-07-17 11:44:50 : 1011 Student Approvals begin dates updated.
 2017-07-17 11:44:50 : 1 Caseload records updated.
 2017-07-17 11:44:50 : Roll Batch Completed.

11

I-Star Reports

Home Approvals & Claims Facility Search Goal Mine IEP Quality Reports

Report Type: Student

Personnel

Student

Report Categories:

- Approvals
- Approvals
- Class Lists
- Contacts
- Errors
- Events
- Reimbursement / Claim
- Reminders
- Statistics
- Transportation

12

I-Star Reports

I-STAR Reports

Report Type: Student
Report Categories: Approvals

Select Report	Description
<input checked="" type="radio"/>	Alphabetical List Of Facts Students*
<input type="radio"/>	Facts by Serving School**
<input type="radio"/>	Facts Not Reported*
<input type="radio"/>	Facts Reported For Child Count*
<input type="radio"/>	Facts Reported*
<input type="radio"/>	Medicaid Students*
<input type="radio"/>	Student Grades 9-12 Active on Child Count*
<input type="radio"/>	Student Grades KG-12 Active on Child Count*
<input type="radio"/>	Student Grades KG-8 Active on Child Count*

* Default filters applied

Report Title Alphabetical List Of Facts Students*

Reports Filters

Student SIS ID:

School Year: 2016-2017

Gender: ▼

Grade: ▼

Term: ▼

Ethnicity: ▼

Private Facility: ▼

Class Name: ▼

Teacher Name: ▼

Location Name: ▼

Related Service: ▼

Resident District: Harrisburg CUSD 3 - 20-083-0030-26

Serving District: ▼

Disability: ▼

Fund: ▼

Indicator Errors: ▼

Include on Approval: ▼


Error Type: ▼

Additional Filters / Sorting Options

Currently Active FACTS Information:

Active on Child Count Date FACTS Information:

Run Report
Export Report
Clear Filters



13

I-Star 2017-2018 School Year Deadlines

- Summer Orphanage Claims due Nov 1st
- Exit data deadline – mid October
- Dec 1 Child Count pick up – January 2018
- Final Approval and Claims due on statutory dates
 - July 15th - Orphanage students
 - August 15th - All other fund codes
 - August 15th - All personnel – summer and regular term

I-Star Resource Website

Harrisburg Project
Software Support for Special Education
(800) 635-5274 • www.hbgp.k12.il.us • support@hbgp.k12.il.us

I-Star

Home | ISBE | PWAS | Resources | Contact Us

Welcome!

Harrisburg Project has supported special education districts and cooperatives within the state of Illinois for over 30 years. We strive to provide prompt, friendly and efficient service via telephone and email for the I-Star system. I-Star (IEP Special Education Tracking and Reporting) is the special education management tool that districts and cooperatives use to report data to the Illinois State Board of Education for reimbursement. Harrisburg Project provides training on the approval and claim portion, as well as the IEP component of the system. All Harrisburg Project services are provided free of charge to special education districts and cooperatives in Illinois.

To guide your experience, click the link for the relevant portion of the system. You can always return here by clicking "Home" in the toolbar.



IEP Topics



Student & Personnel Topics

Have questions? Contact us: support@hbgp.k12.il.us • (800) 635-5274
Copyright © 2017, Illinois State Board of Education

15

I-Star Resource Website – Training & Support

Home | ISBE | PWAS | Resources | Contact Us

> Student and Personnel Topics > Student

Training

Register for Training



Support

View User Guide (updated 6/30/2017)

Print User Guide

Commonly Questioned I-Star Error Descriptions

Minimum Requirements



Videos

New User



Events

- July 19th-21st - Director's Conference
- July 26th - Personnel Approvals & Claims Webinar gam
- August 2nd - Student & Personnel Approvals New User Webinar gam
- August 3rd - Personnel Approvals & Claims Webinar gam
- August 15th - Personnel Approvals & Claims Due



Resources

Manuals



Have questions? Contact us: support@hbgp.k12.il.us • (800) 635-5274
Copyright © 2017, Illinois State Board of Education

16

I-Star Resource Website - Videos

MORE COMING SOON!!

The screenshot shows the Harrisburg Project I-Star website. At the top left is the logo for Harrisburg Project Software Support for Special Education, including the phone number (800) 635-5374, website www.hbg.k12.il.us, and support email support@hbg.k12.il.us. At the top right is the I-Star logo. Below the navigation bar (Home, ISRE, IWAS, Resources, Contact Us), the breadcrumb trail reads '> IEP Topics > Videos'. The main content area features three video thumbnails with titles: 'Add Form to Meeting', 'Autism Considerations', 'Parent/Guardian'; 'Present Levels of AA and Functional Performance', 'Create a Caseload', 'IEP Case Load Management.ad'; and 'Functional Behavioral Assessment', 'Behavioral Intervention Plan 1'. At the bottom of the page, contact information is provided: 'Have questions? Contact us: support@hbg.k12.il.us - (800) 635 5374 Copyright © 2017, Illinois State Board of Education'.

17

I-Star Claims

Program Definition (✖ Modify) (Copy) (+ Add) (Delete)

School Year: **2017**
 Name: **Lindsey's Program**
 Term: **Regular**
 District: **Harrisburg CUSD 3**
 Dates: **8/22/2016 - 6/1/2017**

Contact: **Harley Davidson**
 Phone: **5555555555**
 Calendar: **20-083-0030-26 - Harrisburg CUSD 3**
 Attend Days: **174**

Total Cost per 1.0 ADE: 19004 Recalc Program

Program Personnel Approval / Claim Data (✖ Add Multiples)

Delete	Personnel	Spec Id.	Term	Function	Salary	Benefits	Inc \$?	Alloc. Ratio	Salary Allocation	State Reimb Prev Year	Reimb Allocation	Total Fed Funds	Fed Funds Alloc.
✖	DemoAngie Baker	3	Regular	1200	\$15,500	\$0	✓	1.000	\$15,500	\$3,500	\$3,500	\$0	\$0
✖	DemoMarisa Bell	1	Regular	1200	\$65,000	\$4,350	✓	1.000	\$69,350	\$9,000	\$9,000	\$3,000	\$3,000
✖	DemoGabriel Clark	1	Regular	1200	\$46,650	\$4,550	✓	1.000	\$51,200	\$9,000	\$9,000	\$5,500	\$5,500
✖	DemoLidia Fisher	3	Regular	1200	\$19,850	\$0	✓	1.000	\$19,850	\$3,500	\$3,500	\$0	\$0

Cost Sheet (S066A) Personnel Report (P5066B) Student Report (S5066B) Individual Student Reports

Program Cost Sheet (Print)

Edit	Term	Total Expenditures	Total Receipts	Net Cost per 1.0 ADE
✎	Regular	\$196,708	\$33,500	\$19,004

18

I-Star Claims

P5066B Special Education Documentation Sheet 4/10/2017

SCHEDULE A - PERSONNEL DOCUMENTATION

Program: **Lindsey's Program** Regular Term 2016 - 2017

Code	IEIN	Name	Work Assignment	Allocation Ratio	Include Salary	Total Salary	Salary Allocation	State Reimb. Previous Year	Reimb. Allocation	Total Fed Funds	Fed Funds Allocation
1	9000034	Bell, DemoMarisa	SL	1.00	Y	69,350.00	69,350.00	9,000.00	9,000.00	3,000.00	3,000.00
1	9000013	Clark, DemoGabriel	SLD	1.00	Y	51,200.00	51,200.00	9,000.00	9,000.00	5,500.00	5,500.00
3	9000028	Baker, DemoAngie	PA	1.00	Y	15,500.00	15,500.00	3,500.00	3,500.00	0.00	0.00
3	9000011	Fisher, DemoLidia	PA	1.00	Y	19,850.00	19,850.00	3,500.00	3,500.00	0.00	0.00
Subtotals for Function 1200							155,900.00		25,000.00		8,500.00
Grand Totals:							155,900.00		25,000.00		8,500.00

Line 7 on 50-66A

Line 33 on 50-66A

Line 34 on 50-66A

I-Star Claims

S5066B Special Education Pupil Documentation 4/3/2017

SCHEDULE B - PUPIL DOCUMENTATION

Program: **Lindsey's Program** Regular Term 2016-2017
 Preparing District: **Harrisburg CUSD 3**

Pupil Name	Resident District	Fund Code	Days Enrolled	Days Session	ADE	% Sp Ed	Sp Ed ADE	Individual Costs		
								Aide	Equipment	Contract Services
DemoSabine Isa Adams	20-083-0030-26	E	63	174	0.3620	13	0.0471	\$5,621.00	\$0.00	\$0.00
DemoSabine Isa Adams	20-083-0030-26	E	23	174	0.1320	13	0.0172	\$2,052.00	\$0.00	\$0.00
DemoSabine Isa Adams	20-083-0030-26	E	88	174	0.5050	13	0.0657	\$7,851.00	\$0.00	\$0.00
DemoThalia Adrienne Bennett	20-083-0030-26	A	36	174	0.2060	94	0.1936	\$0.00	\$0.00	\$0.00
DemoThalia Adrienne Bennett	20-083-0030-26	A	104	174	0.5980	94	0.5621	\$0.00	\$0.00	\$0.00
DemoLyndon Hubert Butler	20-083-0030-26	X	174	174	1.0000	93	0.9300	\$0.00	\$0.00	\$0.00
DemoFranklyn Mohamed Cox	20-083-0030-26	A	174	174	1.0000	29	0.2900	\$0.00	\$0.00	\$0.00
DemoCash Grant Flores	20-083-0030-26	A	174	174	1.0000	100	1.0000	\$0.00	\$0.00	\$0.00
DemoNishka Dari King	20-083-0030-26	A	87	174	0.5000	86	0.4300	\$0.00	\$0.00	\$0.00
DemoMateo Angus Reyes	20-083-0030-26	X	174	174	1.0000	95	0.9500	\$15,000.00	\$0.00	\$0.00
DemoCorey Marty Rodriguez	20-083-0030-26	E	174	174	1.0000	91	0.9100	\$20,000.00	\$0.00	\$0.00
DemoOcean Teresa Rodriguez	20-083-0030-26	A	105	174	0.6030	91	0.5487	\$0.00	\$0.00	\$0.00
DemoOcean Teresa Rodriguez	20-083-0030-26	A	69	174	0.3970	91	0.3613	\$0.00	\$0.00	\$0.00
DemoMack Wade Smith	20-083-0020-26	A	174	174	1.0000	50	0.5000	\$0.00	\$0.00	\$0.00
DemoKaylen Brady Walker	20-083-0030-26	A	120	174	0.6900	80	0.5520	\$0.00	\$0.00	\$0.00
DemoKaylen Brady Walker	20-083-0030-26	A	54	174	0.3100	97	0.3007	\$0.00	\$0.00	\$0.00
DemoWilliam Roy Young	20-083-0030-26	A	174	174	1.0000	93	0.9300	\$0.00	\$0.00	\$0.00
Totals Students	12						8.59	\$50,524.00	\$0.00	\$0.00

Line 1 on 50-66A

I-Star Claims

Cost Sheet		
School Year	<input type="text" value="2017"/>	
Program	<input type="text" value="Lindsey's Program"/>	
Term	<input type="text" value="Regular"/>	
Special Education Data		
1. Total ADE this program - from Student form	<input type="text" value="8,588"/>	<input type="button" value="Reload"/>
2. Days in session this program	<input type="text" value="174"/>	
3. Total number Sp.Ed. Students enrolled in this district	<input type="text" value="418"/>	<input type="button" value="Reload"/>
Regular Education Data		
4. Total number Students enrolled in this district	<input type="text" value="2045"/>	<input type="button" value="Reload"/>
5. Days in Session - from district calendar	<input type="text" value="174"/>	<input type="button" value="Reload"/>
6. District per capita tuition charge	<input type="text" value="7222"/>	<input type="button" value="Reload"/>

21

I-Star Claims

Expenditures <input type="button" value="Reload"/>				
Line #	Functions	Special Education	Regular Education	Total
7	1200 - Instruction	214,900		214,900
8	2112 - Attendance			0
9	2113 - Social work Services			0
10	2120 - Guidance Services		240,961	1,012
11	2130 - Health Services		75,729	318
12	2140 - Psychological Services	116,601		2,396
13	2150 - Speech Pathology and Audiology Services	211,224		4,340
14	2210 - Imprv. of Instruction		214,906	903
15	2220 - Educational Media Serv.		422,022	1,772
16	2310 - Board of Education Serv.		152,914	642
17	2320 - Executive Administration		208,541	876
18	2330 - Special Area Admin.			0
19	2410 - Office of Principal		1,089,459	4,575
20	2510 - Direction of Business		98,587	416
21	2520 - Fiscal Services		430,315	1,807
22	2570 - Internal Services			0
23	2600 - Support Serv. - Central			0
Other Function and Depreciation				
Line #	Functions	Special Education	Regular Education	Total
24	2110		160,747	675
24. <input type="checkbox"/> Enter other function				<input type="text" value="675"/>
25. Equipment Depreciation (Special Education)				<input type="text" value="0"/>

22

I-Star Claims

Operation and Maintenance	
26. All 2540 expenditures	743,872
27. Number of district-owned classrooms	137
28. Cost / Classroom (line 26/27)	5,430
29. Number of district owned classrooms used in this program	2 x Line 28 = 10,860
30. <input checked="" type="radio"/> Depreciation (Line 1 * \$200) <input type="radio"/> Rent	1,718
31. Other (Description)	0
Total	
32. Total Expenditures	196,710

Receipts	
33. State of Illinois, Section 14-13.01, Personnel Reimbursement	25,000
34. Federal Funds	8,500
35. Total Offsetting Receipts	33,500

Net Expenditures	
36. Line 32 minus (-) line 35	163,210
37. Line 36 divided (/) by line 1 (Total cost per 1.0 ADE)	19,004

Will autofill on the Program Definition to calculate the Educational Cost for each student included in this cost center.

23

I-Star Claims

Program Definition (Modify) (Copy) (Add) (Delete)

School Year: **2017** Contact: **Harley Davidson**
 Name: **Lindsey's Program** Phone: **5555555555**
 Term: **Regular** Calendar: **20-083-0030-26 - Harrisburg CUSD 3**
 District: **Harrisburg CUSD 3** Attend Days: **174**
 Dates: **8/22/2016 - 6/1/2017**

Total Cost per 1.0 ADE: **19004**

Program Personnel Approval / Claim Data (Add Multiples)

Delete	Personnel	Spec Id.	Term	Function	Salary	Benefits	Inc \$?	Alloc. Ratio	Salary Allocation	State Reimb Prev Year	Reimb Allocation	Total Fed Funds	Fed Funds Alloc.
<input checked="" type="checkbox"/>	DemoAngie Baker	3	Regular	1200	\$15,500	\$0	✓	1.000	\$15,500	\$3,500	\$3,500	\$0	\$0
<input checked="" type="checkbox"/>	DemoMarisa Bell	1	Regular	1200	\$65,000	\$4,350	✓	1.000	\$69,350	\$9,000	\$9,000	\$3,000	\$3,000
<input checked="" type="checkbox"/>	DemoGabriel Clark	1	Regular	1200	\$46,650	\$4,550	✓	1.000	\$51,200	\$9,000	\$9,000	\$5,500	\$5,500
<input checked="" type="checkbox"/>	DemoLidia Fisher	3	Regular	1200	\$19,850	\$0	✓	1.000	\$19,850	\$3,500	\$3,500	\$0	\$0

Program Cost Sheet (Print)

Edit	Term	Total Expenditures	Total Receipts	Net Cost per 1.0 ADE
<input checked="" type="checkbox"/>	Regular	\$196,708	\$33,500	\$19,004

24

I-Star Claims

What Do You Get for All of Your Hard Work?

Individual Cost Sheets (50-66C) and/or Tuition Bills

- for auditing purposes
- for hard copy files
- for billing purposes

Claims Reports

25

I-Star Year End Data Collection

Remember, records that are disapproved will NOT be collected on the data collection dates mentioned earlier.

- Common Errors to be resolved
 - F-050 – No Student Enrollment Information Found in SIS
 - F-147 – No SIS Enrollment available for provided dates
 - F-145 – Student Not Found in SIS for Resident District
 - F-146 – Student not found in SIS for Serving RCDT
 - F-149 – Student Not Found in SIS for Private Facility RCDT (Fund B/F only)
 - F-116 – Indicator 13 is incomplete
 - F-97 and/or F-112 – Ed. Env. 23,24,25,26,27,30,31,32,33 valid for age 3-5. This child turned six on {date}.
 - F-84 and/or W-151 – Overlaps with {School RCDT} in {District RCDT}
 - F-114/F-115 – Indicator 11 Data Missing for This Student/Indicator 11 Errors Exist
 - F-027 and/or F-025 – Section 14-7.03 Eligibility verification is NOT complete; Eligibility Items is/are Missing or Invalid
 - F-007 – Residential Private Placement is NOT approved for this student (Fund B/F only)

26

Questions

Harrisburg Project
(800) 635-5274

support@hbug.k12.il.us

www.hbug.k12.il.us

27